



A M E S B U R Y





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SENIOR MAINTENANCE ASSISTANT/ SITE SECURITY (with accommodation)

We are seeking a committed and versatile individual to join our team in a unique dual-role position that combines responsibilities as **Senior Maintenance Assistant** and **Site Security**.

This is an exciting opportunity for someone who takes pride in maintaining high standards across estate management, site safety, and operational support. You will play a key role in ensuring the smooth running of our facilities and the safety of our school community, whilst living on site in a 2 bedroomed detached cottage in the grounds of the school.

Amesbury School, nestled in the beautiful countryside near Hindhead, Surrey, is a vibrant, thriving coeducational preparatory school, from 1 August 2026 part of the Charterhouse family of schools, catering to approximately 330 children aged between 9 months and 13.

We are seeking an individual who approaches their role with enthusiasm, reliability and a desire to contribute to the school's wider functioning. If you are committed to maintaining high standards, enjoy working as part of a team, and take satisfaction in supporting a busy and friendly school environment, we would be delighted to receive your application.

An application form can be found at [Careers - Amesbury School](#)



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School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported, and empowered to reach their full potential. Specifically, our goals include:

- Equipping every child with the skills, aptitudes, and resilience necessary for success in senior school and beyond.
- Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance, and compassion.
- Fostering strong partnerships between home and school to enhance the educational experience.
- Setting a high standard of achievement and innovation, while nurturing personal development among staff.
- Fulfilling our social and environmental responsibilities to society.

Person Specification

Qualifications & Experience

- Eligible to work in the UK
- Full, clean manual driving licence
- Experience in general maintenance (carpentry, plumbing, decorating)
- Good IT skills (Word, Excel and Outlook)
- Desirable: First Aid certificate, safeguarding training, minibus licence

Skills & Knowledge

- Strong understanding of health & safety regulations, including safe use of hand tools and equipment
- Familiarity with safeguarding policies (e.g. Keeping Children Safe in Education)
- Ability to maintain electronic compliance records

Personal Attributes

- Reliable, organised, and efficient
- Strong team player with leadership potential
- Calm and methodical problem-solver
- Flexible and willing to work outside normal hours if and when required
- Passionate about education and supporting young people
- High attention to detail and task prioritisation
- Committed to personal development and training

Key Responsibilities

Senior Maintenance Assistant

- Support the Estate Manager in overseeing the upkeep of our school's buildings and grounds.
- Coordinate maintenance tasks and ensure compliance with health and safety standards.
- Assist with operational planning and deputise during the Estate Manager's absence.



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Site Security

- Provide a reassuring on-site presence, monitoring access and security systems.
- Respond to alarms and emergencies, ensuring the safety of pupils, staff, visitors, contractors and property during out-of-hours periods.
- Act as the first point of contact for emergency services and contractors.
- Conduct all daily and weekend security checks, including bank holidays.
- Liaise with external security providers for pre-approved holiday/weekend cover.

Job Description

A full-time position reporting to the Estate Manager

Site Security

- Lock the school at the end of the school day (Monday–Friday)
- Conduct weekend security sweeps
- Monitor premises and respond to alarms/emergencies
- Liaise with emergency services and contractors
- Provide 24/7 out-of-hours emergency response
- Coordinate with external security providers for approved absences

Senior Maintenance Assistant

Operational Support

- Assist in the daily running of the Estate Department
- Ensure smooth operation of facilities and grounds

Maintenance & Repairs

- Conduct regular inspections of buildings, plant, and equipment
- Perform maintenance tasks (plumbing, painting, carpentry, electrical)
- Prioritise and escalate reported defects
- Carry out heavy manual work when required

Health & Safety Compliance

- Ensure estate-wide compliance with health and safety regulations
- Assist with risk assessments
- Complete and record routine checks (e.g. PAT testing, legionella, ladders, fire safety, playground, guttering)

Contractor Management

- Supervise contractors and ensure work meets safety and quality standards

Facilities & Logistics

- Oversee room setups for events and lettings
- Coordinate furniture and equipment moves, including exam setups

Minibus Duties

- Be responsible for organising regular maintenance, service and repairs of school minibus fleet.
- Drive school vehicles, including minibuses, as required



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Any other duties and ad hoc tasks as required

Employment Package

This full-time position includes:

- 5 weeks of paid holiday, plus bank holidays
- School lunches during term time
- Tea and coffee provided
- Salary up to £29,120

Working hours

- Hours 9.00am – 6.00pm Monday to Friday with a one-hour unpaid lunch break (40 hours per week)

Accommodation Package:

- Rent-free, detached two-bedroom house (unfurnished) with garden and parking
- Council tax paid by the school
- Septic tank clearance covered
- Buildings insurance included

Expectations for living in the accommodation

- Responsible for locking and securing the school site each evening.
- Responsible for ensuring access to school facilities for lets and school events when required (Regular lettings have their own access arrangements).
- Attend occasional weekend school events (with sufficient notice) to provide maintenance support and security presence. This forms part of the expectation from having accommodation provided.
- Act as the on-site coordinator for adverse weather checks, keeping the SLT informed where there is a risk that the school may need to be closed.
- Any other duties and ad hoc tasks as required

Child Protection/Safeguarding

Amesbury School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and will be subject to appropriate checks, including an enhanced DBS clearance.