



ST PETER'S

PREPARATORY SCHOOL

Maintenance and General Site Assistant Candidate Pack

Two positions available

Start date: Monday 13 July 2026 *(or as soon as possible thereafter)*

Application deadline: Thursday 11 June 2026

Provisional interview date: Friday 19 June 2026

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www.stpetersprep.co.uk

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU





St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West, awarded a 'significant strength' in our most recent ISI Inspection (May 2024). We believe in nurturing young minds to become the leaders of tomorrow. Join our vibrant community, and embark on a journey of excellence, growth, and discovery.

Overview of vacancy

We are seeking two proactive and reliable Maintenance and General Site Assistants to support the upkeep of school buildings and grounds, ensuring a safe, clean, and well-maintained environment. Working as part of a small site team and reporting to the Director of Operations, you will carry out a range of practical maintenance tasks including repairs, basic carpentry, painting and decorating, grounds maintenance, equipment movement, support for school events and cleaning/driving duties where required. You will help ensure high standards of health and safety, security, and site presentation across the school. A job description can be found below.

Salary and Benefits

Position: Full-time (37.5 hours p/w), permanent

Hours:

Position 1 - Monday to Friday, 06:30-15:00 with a 60-minute unpaid break each day

Position 2 - Monday to Friday, 10:30-19:00 with a 60-minute unpaid break each day

Holiday entitlement: Six weeks (plus Bank Holidays and Christmas closure)

Salary: £24,784.50

Probation period: Six months

Additional benefits

Lunch (during term time)

Pension scheme

Discount on school fees

Uniform provided

Paid Christmas closure

Application process

Please [click here](#) to download an application form. Completed applications should be emailed to recruitment@stpetersprepschool.co.uk or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lymstone EX8 5AU **by Thursday 11 June 2026**. Applications will be reviewed once received and we hold the right to close the advert at any time.

Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.

Provisional interview date: Friday 19 June 2026

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.



Job Description

Role: Maintenance and General Site Assistant

Responsible to: Director of Operations

Primary purpose: To work as part of a small team to ensure School grounds and property are maintained to the highest standards. To move equipment around the site as required and contribute to school events, larger site maintenance and development projects. To assist, where necessary, with cleaning, school bus runs and event support.

Key Accountabilities

- Support with general maintenance, repairs, removals and handiwork to School property and equipment as raised through the electronic ticketing system.
- Assist the Grounds team to ensure that all external areas such as car parks, paths and roadways are kept in a clean, tidy and well-maintained condition.
- Complete seasonal programmes of repair and maintenance work as directed.
- Support with other grounds tasks such as weeding, planting, pruning, strimming, drain, guttering and leaf clearance.
- Contribute to quality cleaning across the site, when required.
- Open/lock up the school at the start and end of each day to maintain the security of all buildings and equipment.
- Provide support with school events, as directed by your line manager.
- Ensure the good and safe working order of all tools, machinery and equipment.
- To carry out daily car parking duties, as well as for School events and functions, as required.
- Build strong working relationships with colleagues throughout the School to maintain good Health and Safety standards.
- Observe all School risk assessment protocols, statutory Fire and Safety, Health and Safety and COSHH regulations, and promote good safety habits and methods at work.
- Maintain strict security precautions to safeguard equipment.
- Develop skills and knowledge within the role of Maintenance and Site Assistant for the ongoing performance of duties, including attending INSET training relevant to the role.
- Carry out any other duties as reasonably requested by the School.
- Driving of pupils (including school bus runs), and/or equipment, where required.
- Adhere to the school's vision on wellbeing that supports the school's ethos and aims, demonstrating a deep commitment to promoting the wellbeing of children.

Essential Qualifications, Experience and Skills

- Some knowledge of grounds and maintenance problems and solutions.
- Proven general maintenance skills including carpentry, painting and decorating.
- Experience in grounds work is advantageous
- Good working knowledge and understanding of Health and Safety, Fire Safety and COSHH Regulations.

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- Good interpersonal skills with an ability to communicate politely and effectively with staff, pupils and parents.
- Strong organisational skills, including prioritisation, managing conflicting demands and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Full, clean UK driving licence.
- Capability to work outside in varying weather conditions and perform physical duties, including lifting and carrying, with reasonable adjustments made as necessary.

Personal Characteristics

- Positive and proactive approach; a problem solver.
- Strong customer service focus with high standards of work.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.



History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

Early Years (1880s-1930s):

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Exmouth and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Exmouth. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

Expansion and Growth (1940s-1970s):

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

Modernisation and Coeducation (1980s-2000s):

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

Academic Excellence and Community Involvement (2010s-present):

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte sits on the Board of IAPS and has previously held the role of IAPS Vice Chair. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse pupil body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.



Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



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Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email recruitment@stpetersprepschool.co.uk.



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