

Part of the **Hurst** Family of Schools

PENNTHORPE
NURSERY PRE-PREP PREP

Maintenance/Grounds Assistant

Candidate Pack



Welcome

THANK YOU FOR YOUR INTEREST IN THE ROLE OF MAINTENANCE/GROUNDS ASSISTANT AT PENNTHORPE

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring. Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life.

I am immensely proud of our school and the people who make it such a rewarding place to work. If you would like to visit or discuss the role informally, please contact Lauren Manvell (recruitment@pennthorpe.com | 01403 822391). When you are ready, applications can be submitted via our online form.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler
Head of School

About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe's evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



Maintenance/Grounds Assistant



This role requires a Maintenance & Grounds Assistant who is practical, proactive and committed to maintaining an exceptional environment for pupils, staff, parents and visitors. You will develop a thorough understanding of Pennthorpe's estate, facilities and grounds, working closely with the Hurst Head of Estates, Pennthorpe Head of Finance & Operations and colleagues across the school to ensure that the site remains safe, welcoming, well-presented and fully operational. Combining a strong work ethic, attention to detail and a positive attitude, you will play a vital role in supporting the day-to-day life of the school and ensuring that high standards are consistently maintained.

At Pennthorpe, this role sits at the heart of the school community. You will contribute to the upkeep and continuous improvement of our buildings, grounds and sporting facilities, helping to create an environment in which pupils can learn, play and thrive. Your responsibilities will include carrying out grounds maintenance, supporting repairs and refurbishment projects, maintaining sports pitches and outdoor spaces, assisting with compliance checks, responding to maintenance requests and ensuring that health and safety standards are upheld across the site. You will also support school events, liaise with contractors, assist with portage duties and help ensure that the school remains operational and presentable throughout the year.

The successful candidate will take pride in delivering high-quality work and maintaining excellent standards across a diverse and busy school estate. You will be confident working independently as well as collaboratively within a team, balancing routine responsibilities with reactive tasks and seasonal priorities. Whether preparing sports facilities, carrying out repairs, maintaining landscaped areas or supporting school events, you will approach every task with professionalism, enthusiasm and a commitment to excellence.

This is an opportunity to become an integral member of a supportive and hardworking team, making a visible contribution to the daily life of the school. With a practical mindset, strong organisational skills and a genuine commitment to the school community, you will play an important role in enhancing the appearance, safety and functionality of Pennthorpe's buildings and grounds. Your work will help ensure that pupils, staff, parents and visitors enjoy an environment that reflects the school's values, promotes wellbeing and provides the very best setting for learning, work and recreation.



Role Overview

To undertake all property maintenance and grounds-related activities ensuring the school site is maintained to an excellent standard, supporting compliance requirements, health and safety obligations and the smooth operation of the school estate. The role may also include minibus driving duties.

- Carry out day-to-day maintenance and repair tasks across the school site, including painting, decorating, basic carpentry, plumbing, glazing and general handyperson duties, ensuring buildings, facilities and equipment remain safe, functional and well-presented.
- Maintain the school's grounds, sports pitches, pathways, planting, hedges, borders and outdoor learning spaces to a high standard throughout the year, including grass cutting, pitch marking, leaf clearance, gritting and adverse weather response.
- Undertake routine inspections, compliance checks and preventative maintenance, including fire alarm testing, emergency lighting checks and associated record keeping, ensuring statutory and health and safety requirements are met.
- Support the setup and breakdown of school events, performances, sports fixtures and community activities, including portering duties and the movement of furniture and equipment as required.
- Monitor site safety and security, including key-holder responsibilities, locking and unlocking buildings, reporting hazards, supporting emergency evacuation procedures and undertaking Fire Marshal duties when required.

- Liaise with contractors and suppliers, supporting the coordination and monitoring of maintenance works, stock control of site consumables and ensuring adherence to school policies, procedures and standards.
- Operate and maintain a range of tools, machinery and equipment safely and effectively, ensuring equipment is correctly stored, maintained and used in accordance with health and safety guidance.
- Support the upkeep of school vehicles, including routine minibus checks and cleaning, and be available for minibus driving duties where required.
- Work collaboratively with colleagues across the school, responding positively to maintenance requests and contributing to a welcoming, safe and positive environment for pupils, staff, parents and visitors.

This overview outlines the key responsibilities of the role, and candidates are encouraged to download the full job description from our website for a comprehensive understanding of the post. As Penwithorpe continues to grow and develop, the responsibilities of this role may be reviewed periodically to support both the evolving needs of the school and the post-holder's ongoing professional development.

Person Specification

Qualifications

- Full UK driving licence, D1 (NFHR) desirable, although not essential
- Good level of English / Maths
- Relevant NVQ2/3 or evidence of the same experience
- Relevant qualifications in H&S/ Manual Handling/ COSHH

Knowledge, Skills & Experience

- General maintenance knowledge
- Knowledge of current Health and Safety regulations
- Skills and /or experience relevant to Grounds / Pitch maintenance
- Ability to work with external contractors to complete works on site
- Ability to undertake administrative tasks such as ordering and record keeping to ensure compliance with H&S and Fire Safety checks
- Experience of working in a general grounds/ maintenance role
- General driving experience including minibuses Experience of working in a school setting desirable but not essential
- Ability to attend work punctually, reliably and apply flexibility and responsiveness to working practices in order to meet the needs of the School
- Painting and decorating skills, General joinery/carpentry skills, Basic plumbing skills
- Ability to demonstrate organisational skills.

Personal Attributes

- Sympathetic to the educational as well as the practical requirements of the school
- Able to work to often tight deadlines under sometimes demanding conditions
- Trustworthy
- Ability to communicate confidently, easily and effectively with a range of people
- A positive 'can do' attitude, attention to detail and ability to solve problems
- Able to act on own initiative and the ability to work as part of a team
- Ability to self-motivate
- Ability to highlight and resolve ongoing maintenance issues
- Ability to work independently and to use and demonstrate initiative
- To take pride in one's work and work to the best of one's ability acknowledging one's own limitations and seeking help when required.

How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract:
8:00am - 5:30pm Monday-Friday during term time
8:00am - 4:00pm Monday-Friday during school holidays
- Start Date: September 2026 or sooner
- Application Deadline: Sunday 2nd August, 2026
- Interview Date: Thursday 6th August, 2026
- Responsible to: Hurst Estates Manager and Pennthorpe Head of Finance & Operations
- Salary: £29,811.29 p.a.



Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability of age.

Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Part of the **Hurst** Family of Schools

PENNTHORPE

NURSERY PRE-PREP PREP

Pennthorpe
Church Street, Rudgwick
West Sussex, RH12 3HJ
01403 822391
enquiries@pennthorpe.com
www.pennthorpe.com