



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Assistant Facilities & Grounds Supervisor (Health & Safety)

Full time

From April 2026



Cranmore part of the Effingham Schools Trust
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

Welcome from the Director of Operations



Dear Applicant

Thank you for taking time to consider applying for the Assistant Facilities & Grounds Supervisor (Health & Safety) position. I hope that after reading the enclosed information you will be excited and encouraged to join our team.



Cranmore is a leading independent school in Surrey and is part of the Effingham Schools Trust which comprises three schools across well-equipped sites close to each other in Surrey. Cranmore is situated between Guildford and Leatherhead on the main A246 and is a wonderful 25-acre site blessed with fantastic facilities.

We have a motivated body of staff who are willing to give their best to ensure a positive school experience for our students. Senior Leadership support staff to engage and thrive within our school and wider Trust communities. All staff take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I very much hope that after your initial interest, you can see that this role and school will provide the right candidate with an excellent opportunity to join a growing organisation where staff are supported to build their career, I trust you will be encouraged to apply, and I look forward to receiving your application.

Andy
Director of Operations

Ellison

Assistant Facilities & Grounds Supervisor (Health & Safety)

This is an exciting opportunity to join the Facilities and Grounds Team at Cranmore working on a well-equipped 25-acre site with multiple buildings and outdoor areas. The Assistant Facilities & Grounds Supervisor (Health & Safety) will play a hands-on role in maintaining the school estate, supporting the day-to-day operational needs of the school community, and ensuring that facilities are presented and maintained to the highest standards with specific focus on Health and Safety.

Working closely with the Head of Facilities and wider Facilities and Grounds team of four, the Assistant Facilities & Grounds Supervisor (Health & Safety) is responsible for carrying out a range of practical tasks and taking a lead for Health and Safety requirements. The postholder will also respond to helpdesk requests across the site and will be expected to take a proactive, professional, and safety-conscious approach at all times.

This is a vital operational role for someone practical, reliable, and service-oriented, who enjoys working as part of a team and is willing to contribute flexibly to a busy and varied environment.

KEY RESPONSIBILITIES

Key duties are described below but the list is not exhaustive and other duties to facilitate exemplary facilities and estates operational support may be required.

Facilities

- Set up facilities by moving furniture and equipment to support school operations and events
- Assist with the setup of internal and external school events
- Move furniture and equipment for external lettings or room changes across the site
- Undertake general housekeeping duties including waste collection, basic cleaning, and the assembly of furniture
- Monitor Helpdesk requests and act on helpdesk requests in a timely and professional manner

Maintenance & Repairs

- Carry out general maintenance tasks and repairs as requested via the Facilities helpdesk, Head of Facilities or Director of Operations
- Complete planned preventative maintenance tasks in line with the estates schedule
- Contribute to the effective completion of allocated projects under the direction of the Head of Facilities
- Report damage or faults in furniture, equipment, or buildings promptly and work with Head of Facilities and Facilities team to rectify damage
- Apply effective problem-solving skills to deal with day-to-day tasks
- Maintain a courteous and helpful attitude with staff, pupils, contractors, and visitors at all times

Health & Safety

- Responsible for working with Director of Operations to have in place the required Health and Safety policies
- Schedule Governor's Health and Safety Committee meetings each term, setting agenda and inviting relevant staff
- Ensure required documentation is completed including for Independent Schools Inspectorate inspections
- Report all Health and Safety issues, near misses, accidents, and hazards and ensure investigation and resolution
- Carry out manual handling tasks in accordance with training and safe practices.
- Manage weekly fire alarm testing along with termly fire and lockdown drills
- Support the Grounds team where necessary, including leaf clearance, gritting, and outdoor tasks during adverse weather to ensure safe access and use of the school site
- Manage school swimming pool including water testing, daily check and maintenance of plant

Assistant Facilities & Grounds Supervisor (Health & Safety)

PERSON SPECIFICATION

Qualifications, experience and skills

Essential

- Strong communication and customer service skills and motivated by high standards
- Ability to work independently and collaboratively within a team
- Good decision-making, time management, and prioritisation skills
- Resourceful and flexible, with a practical approach to tasks
- Understanding of Health and Safety compliance requirements
- Ability to undertake physically demanding tasks as part of a manual workload
- Experience working under pressure and meeting deadlines
- General maintenance and repair skills
- Working knowledge of Microsoft Office, including Outlook, Excel and Word
- Committed to safeguarding of children in all aspects of practice

Desirable

- Previous experience in a similar role within a school or facilities team
- Health and Safety certifications such as:
 - IOSH Working Safely
 - Manual Handling
 - First Aid at Work or Paediatric First Aid
- Willingness to undertake further training in Health and Safety compliance and IT systems

REMUNERATION & HOURS

- A competitive salary with accommodation on site (if required).
- Working hours:
 - Term Time: 7.00am to 4.30pm
 - School holidays: 8.00am to 4.00pm
 - On call on rota
- Year round with 25 days holiday plus Bank Holidays (as published for England) plus one week closure at Christmas
- Contributory pension scheme
- Lunch and refreshments during term time
- Parking on site for staff
- Cycle to work scheme subject to terms and conditions
- This role has the possibility of onsite accommodation
- Employee Assistance programme
- Use of onsite facilities subject to necessary induction and availability



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Director of Operations should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: 28th February 2026

Applications will be considered upon receipt. Interviews may take place before the closing date and the vacancy will be closed in the event that an offer has been made and accepted.

Start date: April 2026