



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A MAINTENANCE AND PORTER ASSISTANT

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's **Vision** is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a multi-skilled Maintenance and Porter Assistant for an immediate start.

The successful candidate will report directly to the Estate Manager and will also take direction from the Deputy Estate Manager as required.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following qualifications and skills:

Essential Qualifications and Qualities:

- Strong all-round practical maintenance skills;
- Ability to assess, prioritise, and respond effectively to maintenance requests;
- Reliability, approachability, and a customer focused attitude;
- Commitment to working collaboratively as part of a team, being responsive and supportive of colleagues;
- Ability to remain calm under pressure, demonstrating adaptability in a changing work environment;
- Willingness to assist with tasks beyond the core responsibilities of the role;
- Physical fitness to carry out manual handling and practical tasks;
- Willingness to work weekends during term time.

Desirable Qualifications and Qualities:

- Previous experience in maintenance, porter, or caretaker roles.
- Knowledge of health and safety requirements;
- Driving licence (if required to operate site vehicles);
- Experience in compliance testing (PAT, water testing, emergency lighting) - not essential as training will be provided.

RESPONSIBILITIES

The main duties and responsibilities include, but are not limited to, the following:

Maintenance/ Estate (Primary Duty)

- Act as the first responder for all maintenance requests across the site;
- Carry out day-to-day repairs and upkeep including basic plumbing, carpentry, painting, minor electrical work within competence;
- Undertake regular compliance checks and testing, including:
 - Portable Appliance Testing (PAT)
 - Swimming pool water sampling and recording
 - Emergency lighting checks
- Escalate issues requiring specialist or external contractor support;
- Maintain accurate records of maintenance requests, repairs, and compliance checks;
- Assist with inspections of buildings and facilities to identify faults or hazards.

Porter Duties

- Move and arrange furniture, equipment, and supplies;
- Set up rooms for meetings, lessons, and events;
- Assist with deliveries and collections;
- Manage and support car parking arrangements for staff, students, visitors, and events;
- Provide general support across the site as required.



Health & Safety

- Work in line with health and safety policies and procedures;
- Report hazards, defects, and incidents promptly;
- Assist with emergency procedures, including fire alarms and evacuation drills.

Other duties:

This job description sets out the main duties of a Maintenance and Porter Assistant. No job description can be fully comprehensive and the Maintenance and Porter Assistant will be required to support the Bursar in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time all year-round appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. The salary range for this position is £28,000 to £30,000 per annum depending on experience and qualifications.

Working Days and Hours. This is a part-time appointment working 30 hours per week over four days. Core working hours are 8.15am to 4.15pm with a 45 minute unpaid lunch break. Flexibility may be required to meet operational needs of the school.

During term time:

- Two days must be at weekends (Saturday and Sunday).
- The remaining two days will be consecutive, either before Saturday (Thursday/Friday) or after Sunday (Monday/Tuesday).

Outside of term time:

- Four days per week on a flexible rota, to be agreed with the Estate Manager.

Additional Days. The Maintenance and Porter Assistant is required to attend six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the School's annual Open Day which currently takes place on a Saturday during the summer term.

Holiday. The Maintenance and Porter Assistant will be entitled to 33 days of annual holiday, including bank holidays, on a pro rata basis.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is one week.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Pension. The Maintenance and Porter Assistant will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting Maintenance and Porter Assistant from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Bursar, Mr Giles Brand should be included with your application form. Closing date: **9am on Tuesday 6 January 2026**. Applications will be considered upon receipt.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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