

JOB TITLE: OPERATIONS TEAM MEMBER

**RGS SURREY HILLS SCHOOL
INFORMATION FOR CANDIDATES**

Role commences: February 2026



RGS SURREY HILLS



RGS SURREY HILLS SCHOOL

Welcome to RGS Surrey Hills – a school shaped by heritage, inspired by values, and focused on the future.

Formerly known as Box Hill School, RGS Surrey Hills is a thriving co-educational day and boarding school for 450 students aged 11–18. Our transformation marks more than a change in name: it represents the next chapter in a proud history of holistic education, as we join the Reigate Grammar School (RGS) Group of Schools – a global family of leading independent schools committed to excellence, opportunity and community.

Founded in 1959 by educational pioneer Roy McComish, our school was built on the ideals of academic curiosity, character development and global citizenship. As a founding member of the internationally respected Round Square organisation, we remain deeply committed to these values today, nurturing not only the minds of our students, but also their confidence, compassion and sense of purpose. Rooted in Kurt Hahn's IDEALS (Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service), our school embraces learning both inside and beyond the classroom.

RGS Surrey Hills offers a vibrant and inclusive community where every child is known and valued. Students join us from across Surrey, Sussex and the surrounding areas, as well as from over 30 countries around the world. Our modern, flexible boarding provision welcomes full, weekly and flexi boarders into beautifully appointed houses, enabling families to choose what works best for them. Whether day or boarding, every student becomes part of a warm, diverse environment that celebrates individuality and encourages belonging.

Academic ambition runs hand-in-hand with pastoral strength. We offer both A Levels and the International Baccalaureate Diploma Programme in the Sixth Form, enabling each young person to follow a pathway that suits their strengths and aspirations. From dynamic science labs and drama productions to student-led sustainability projects, outward-bound challenges, and Round Square exchanges, every learner is encouraged to explore their interests, discover their voice and contribute meaningfully to the world around them.

We are also proud to be a member of HMC, the professional body of the UK's leading independent schools – a reflection of the quality, ethos and aspiration that define RGS Surrey Hills.

As part of the wider Reigate Grammar School Group, we benefit from collaboration, shared expertise and enhanced opportunities – while maintaining our distinctive character as a small school with big horizons.





JOB DESCRIPTION

JOB PURPOSE

To work as part of the Operations team ensuring a high standard of service is provided, enable to the school to operate effectively.

Line Manager: Facilities Manager

DUTIES AND RESPONSIBILITIES

- To work as part of the school Operations Team delivering minor works or projects on site. This may include maintenance of the buildings, building management systems and the school grounds.
- This will include working on ladders, using hand and power tools, carrying tools and equipment around site. This may also include but is not restricted to painting and decorating, basic plumbing and electrical tasks, gutter repair and maintenance, carpentry, and general repairs.
- You may be required to operate machinery and hand tools to maintain the grounds, i.e leaf blower and lawn mower.
- To understand the school Health and Safety policy, ensuring all aspects are promoted within tasks being carried out and promoted across the wider school community.
- Ensure work areas are kept clean, tidy, and secure always.
- Ensure all equipment is correctly maintained and serviced.
- Keep up to date with training required for compliance i.e. safeguarding, asbestos awareness, manual handling etc.
- Work as part of the operations team as required to set up for events i.e speech day, open day etc.
- Respond as requested to maintenance tickets via the Zen desk system, in a timely manner.
- Any other duties as required by the Facilities Manager.

PERSONAL QUALITIES

- Good communication and interpersonal skills
- Basic knowledge of HVAC, plumbing and electrical systems
- Broad range of DIY skills such as carpentry and decorating, including use of hand and power tools.
- Ability to read technical drawings and manuals.
- Physical stamina and dexterity, this job includes working on ladders, in listed buildings with multiple floors and classrooms across a 26-acre campus.
- IT literacy enabling use of school computer network for communication and training.
- Must hold a full UK driving license and meet the requirement of the school's motor vehicle policy.



FURTHER INFORMATION

TERMS AND CONDITIONS

- 35 Hours per week over 52 weeks of the year. 8.30am to 4.30pm
- Non-teaching staff at RGS Surrey Hills are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School Group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief,

sexual orientation or socio-economic background.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Stuart Ansell as soon as possible and by **Tuesday 13 January 2026, 9.00am at the latest**. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School Group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Cheif Operating Officer and sent (by email or letter) to:

Mr Stuart Ansell

RGS Surrey Hills

Old London Rd

Mickleham

Dorking

RH5 6EA

01372 373382

hadmin@rgs-surreyhills.org



SCHOOL LOCATION AND DIRECTIONS

Our 26-acre site surrounds Dalewood House, a striking Victorian manor built in 1883, and offers a peaceful, spacious setting where students can learn, explore and grow. Located just outside the village of Mickleham and minutes from Dorking and Leatherhead, RGS Surrey Hills enjoys easy access from the A24 and M25 and is well connected by road and rail.

The campus includes:

- Specialist subject classrooms and science labs
- Creative Art and Design studios
- Performance and rehearsal spaces for music and drama
- Dedicated Sixth Form Centre and social study areas
- Modern boarding houses with a range of flexible options
- High ropes course and outdoor adventure facilities
- Extensive playing fields for rugby, football, and cricket
- On-site café-style Dining Hall and student common areas

As a school committed to holistic education, our facilities support learning far beyond the classroom, from co-curricular enrichment to weekend activities and boarding life. Further investment and planning are also underway to enhance our sports and co-curricular provision in line with our growth.

By Road

RGS Surrey Hills is located on the A24, approximately five minutes from Junction 9 of the M25. The school entrance is clearly signposted just south of Mickleham village, between Dorking and Leatherhead.

Postcode: RH5 6EA

By Rail

The nearest mainline stations are Dorking and Leatherhead, both with regular services to London Waterloo, London Victoria and the south coast. Dorking station is a 5-minute drive from the school, while Leatherhead is approximately 10 minutes away by car or taxi.

By Bus

The 465 bus route between Kingston and Dorking stops in Mickleham, just a 1-minute walk from the school. Other local bus routes connect the surrounding villages and towns, including Leatherhead and Guildford.

WHAT3WORDS

Main Reception: campus.ridge.crest

