

JOB TITLE: **OPERATIONS TEAM MEMBER - HOUSEKEEPING
(PART-TIME)**

RGS SURREY HILLS SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**



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

The Housekeeping Assistant is responsible for supporting the provision of a clean, safe, and well-maintained environment throughout the school. The role contributes directly to the wellbeing, health, and safety of pupils, staff, and visitors and supports the school's commitment to high standards of pastoral care and compliance with Independent School Standards.

Reporting to: Head of Housekeeping

KEY RESPONSIBILITIES

- Maintain high standards of cleanliness and hygiene across boarding houses, teaching areas, offices, bathrooms, corridors, and communal spaces
- Carry out cleaning duties in accordance with agreed schedules, including daily, weekly, and termly tasks
- Support the housekeeping requirements of boarding accommodation, including bed-making, linen changes, and laundry as required
- Ensure the safe use, storage, and disposal of cleaning materials and equipment in line with ISI regulations and school policies
- Replenish cleaning materials and consumables as required
- Report defects, damage, or health and safety concerns promptly to the appropriate department
- Work cooperatively with colleagues and other departments to support the effective running of the school
- Maintain discretion and professionalism at all times, particularly when working in pupil areas
- Support end-of-term, start-of-term, and deep-cleaning programmes as required

SAFEGUARDING AND CHILD PROTECTION

- Act in accordance with the school's safeguarding and child protection policies at all times
- Maintain appropriate professional boundaries with pupils
- Be alert to safeguarding concerns and report any issues immediately in line with school procedures
- Promote a culture of safeguarding and contribute to a safe and respectful environment for pupils

HEALTH AND SAFETY

- Comply with the school's health and safety policies and procedures
- Take reasonable care for the health and safety of oneself and others
- Use personal protective equipment as required and attend relevant training

PERSON SPECIFICATION

Essential

- Reliable, punctual, and conscientious
- Ability to work independently and as part of a team
- Good attention to detail and commitment to high standards
- Physically able to undertake cleaning duties
- Willingness to work in a school and boarding environment
- Willingness to undertake training relevant to the role

Desirable

- Previous housekeeping or cleaning experience, preferably within a school, residential, or hospitality setting
- Knowledge of ISI regulations and safe working practices
- Experience of working in an environment with safeguarding responsibilities

SAFER RECRUITMENT

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. Appointment to this post is subject to enhanced DBS clearance, satisfactory references, medical clearance, and verification of the right to work in the UK, in accordance with Independent School Standards and statutory guidance

As part of your contract of employment, all staff are required to play a significant part in whole school life including student facing responsibilities. This will include contributing to student supervision, as directed by senior academic staff, and contributions to the co-curricular life of the school, where all staff share their passions with our pupils. Student facing duties will be part of the normal working day.



FURTHER INFORMATION

TERMS AND CONDITIONS

- This role is all year round, Monday-Friday, 6.00am-10.00am.
- 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 **Wednesday 4 February 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 you 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 Chief 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-surreyhill.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

