



Porter and General Maintenance Assistant

Full Time Position

Job Description



We seek to appoint from January 2026 an enthusiastic and energetic full time Porter/General Maintenance Assistant in the Business Department, who will assist in all areas of the school.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Why join us?

This is an exciting time to join our school as we continue to modernise and evolve. As a Porter/General Maintenance Assistant, you will provide essential support to ensure the smooth day-to-day running of the school. Your contribution will help create a safe, and well-maintained environment for pupils, staff, and visitors, playing an important part in the success of our community.



Summary of Role

The Porter/ General Maintenance Assistant should be physically fit and able to carry out manual handling on a regular and sometimes prolonged basis. They will be energetic, flexible, friendly and develop pride in the fabric of the school. Noticing areas for improvement around the school is key as is responding to simple tasks without direction.

The Porter/General Maintenance Assistant will have the ability to use their initiative and take pride in their work. They must be a strong team player with an instinct for effective collaboration when that is necessary to complete tasks. A competent level of IT literacy is preferred.

The successful applicant will be interested in carrying out a variety of maintenance work and willing to learn new skills. Apprenticeships will be considered and interested applicants should have researched a suitable course before interview.

A driving licence would be preferable and a lively sense of humour and a readiness to work with the team to meet agreed deadlines will ensure job satisfaction in this post at St Catherine's School.

The Department operates with a collaborative spirit, with clear lines of responsibility that support effective coordination across different areas. Strong teamwork is essential, and regular meetings between key personnel ensure that tasks are appropriately delegated. Excellent communication skills are highly valued and actively encouraged.



Personal and Professional Qualities Required

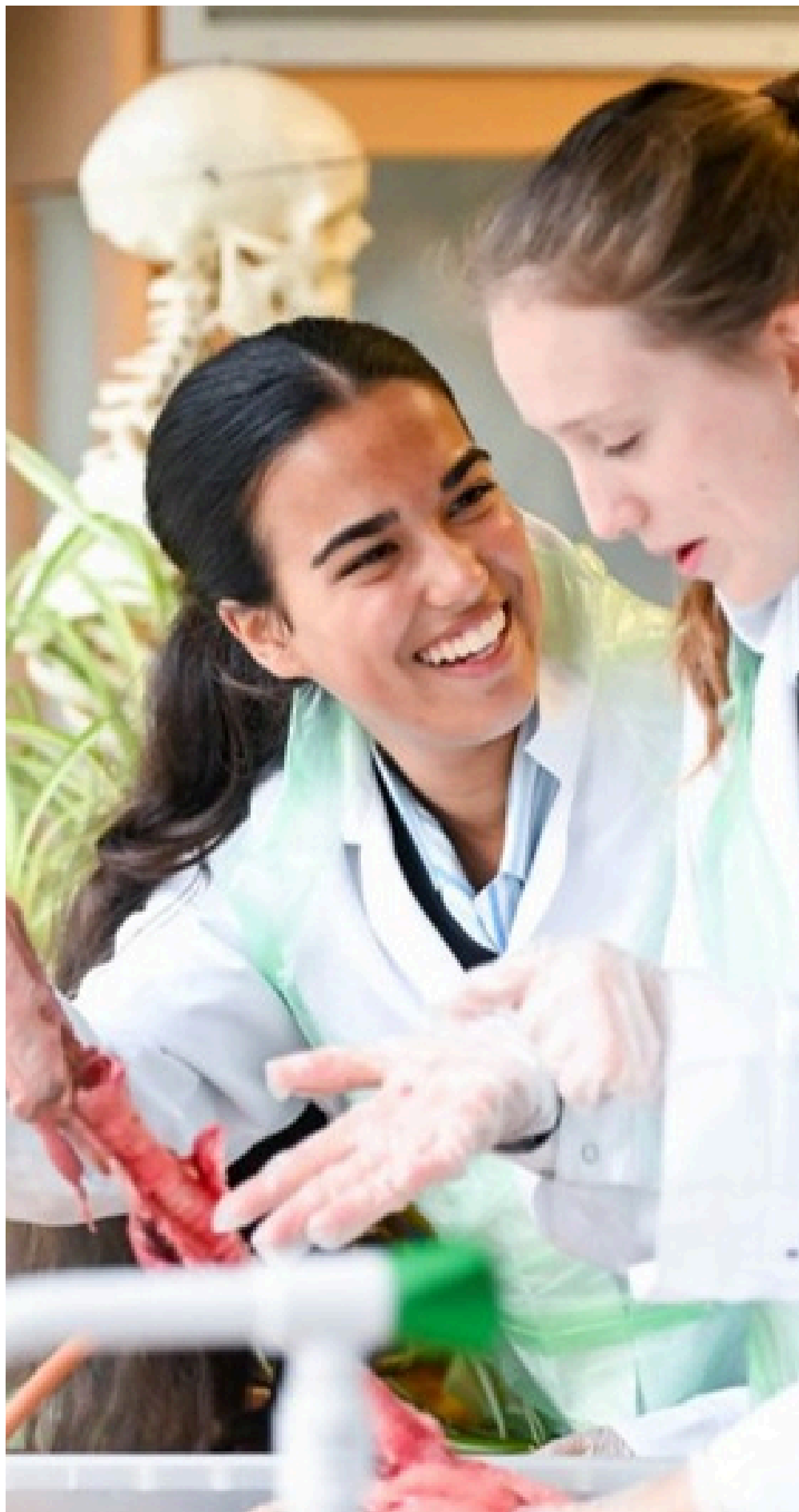
We are seeking a Porter/General Maintenance Assistant who is energetic, flexible, friendly and enthusiastic with a can-do attitude and willing approach. Working as part of a team is vital and the successful candidate should be able to work constructively within a small, closely-knit and very busy team.

The ability to work both independently and in collaboration with colleagues as part of the Business Systems team is vital.

Person Specification

Essential Skills & Experience

- Physically fit – able to carry out regular and sometimes prolonged manual handling tasks
- Reliability and flexibility – willing to work varied hours including occasional evenings/weekends
- Strong teamwork skills – able to collaborate effectively
- Initiative and independence – able to notice areas for improvement and respond without direction
- Good communication skills – friendly, approachable, able to interact positively with staff, pupils, and parents
- Commitment to Health & Safety – awareness of safe working practices
- Basic maintenance ability – capable of general DIY and day-to-day tasks
- Organisational skills – able to prioritise tasks and meet deadlines
- Flexibility for unlocking/locking duties outside normal hours
- Professionalism – readiness to represent the school positively and uphold safeguarding responsibilities
- Availability for major school events (e.g. Speech Day, Christmas Carol Service)



Desirable

- Driving licence – for operating school vehicles and collecting materials
- IT literacy – competent in using Helpdesk systems and basic digital tools
- Previous experience in maintenance/porterage or similar role
- Willingness to undertake a relevant apprenticeship course
- Sense of humour and positive attitude – contributes to team morale
- Knowledge of school/educational environments and sensitivity to noise/disruption

Key Duties and Responsibilities

- Assisting with setting up and clearing down school events
- Assisting with any other additional porterage that may be required
- Delivering parcels/packages throughout the school
- Helping parents with luggage at the start/end of terms
- Directing parents at drop off/pick up times to ensure free flowing traffic and car parking as required
- Taking utility meter readings as required
- Carrying out day-to-day maintenance tasks from Helpdesk as directed by the Maintenance Supervisor
- Assisting the maintenance team with any general works, including basic DIY
- Working in a responsible manner regarding Health & Safety
- Being aware of any noise implications which may have an impact on the educational environment
- Driving school vehicles when required
- Collecting materials when required
- Securing buildings after setting up and clearing up
- Any other tasks as reasonably required by the Maintenance Supervisor or Estate & Facilities Manager for the smooth running of the school



Other Duties

Additional duties may be added to the post advertised and one or all can be included in the job description, remuneration for which will be made to the employee for the relevant duties undertaken, either on a regular or ad hoc basis. Hours of work would be agreed in advance and are flexible, duties can include:

- Unlocking the school site in the mornings
- Locking the school site in the evenings or weekends
- Weekend work setting up or clearing down from events/lettings

There are a few major school events when all staff are required to work e.g. Speech Day in early July and Christmas Carol Service.

Practical Information about the Post

This is a full-time position of 40 hours per week, 09:30am to 6:30pm Monday to Friday, start and end times may vary depending on early/late set ups required. Advance notice will be given of changes to standard hours. The post holder will therefore be required to be flexible with start and finish hours.

The post attracts 25 days' holiday per annum, plus Bank Holidays, 3 days to be held for the period the school is closed for Christmas.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Line Management

The successful applicant will report to the Estate and Facilities Manager. An ability to work on his/her own initiative, to take direction from the relevant line manager, and to prioritise effectively will be very important.

Staff Induction, Staff Review and Continuing Professional Development

All new staff are given electronic access to a Staff Handbook and School Policies well ahead of their joining the School and are given full induction training at the start of their first term. Subsequent twilight sessions also offer training in other specific areas, e.g. safeguarding children.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter, and to undertake Prevent training.



Remuneration

The full-time salary for this position is between £26,780- £30,113 per annum, depending on experience.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

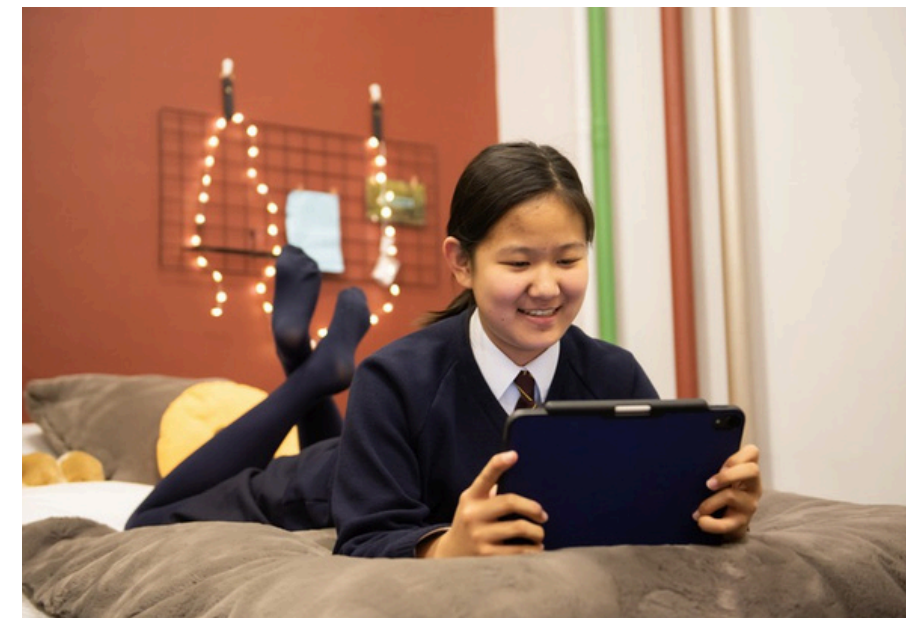
St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

Accommodation

Accommodation on site may be available in return for boarding duties. Opportunities can be explored at interview.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.





Applications

The application form should be returned to the HR Administrator, Nicky Johnston on jobapplications@stcatherines.info by 12 noon on Monday 5th January and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
December 2025



St Catherine's School BRAMLEY

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Patron: Her Majesty The Queen
Registered Charity Number: 1070858