



Sunday School Facilities Assistant

Heathside Walton-on-Thames

Walton-on-Thames, Surrey KT12 2JP

Start Date: ASAP

Hours: 10:15am to 15:15pm

Casual Contract

Starting Salary £14.57 per hour

Location: Walton-on-Thames, Surrey – within easy reach of local transport links. Free on-site parking available.

We are seeking a **reliable, motivated and hardworking Facilities Assistant** to join our team at Heathside Walton-on-Thames.

A key focus of this role will be **coordinating and managing Sunday lettings**, ensuring that community users receive a welcoming, professional and seamless experience. You will also play an important role in maintaining a safe, clean and well-presented school environment.

The successful candidate will be **self-motivated, organised, efficient and willing to take initiative**. Full training will be provided.

Key Responsibilities

- Coordinate and manage **Sunday lettings**, supporting community users and ensuring the smooth operation of all bookings.
- Assist with **site security arrangements**, including opening and closing the premises.
- Carry out general maintenance duties, including scheduled maintenance and minor repairs, leaf clearing, litter picking and cleaning.
- Assist with **health and safety checks**, completing tasks and recording progress using our online system.
- Help ensure the school site remains safe, clean, welcoming and well maintained.

About You

We are looking for someone who is:

- Flexible, hardworking, efficient and highly organised.
- Reliable and able to work independently, using initiative when required.
- Willing to go the **extra mile** to support colleagues and community users.
- Familiar with health and safety requirements, or willing to develop this knowledge.
- Comfortable using a range of tools and carrying out practical maintenance tasks.
- Physically able to move and lift heavy or bulky items safely.
- A good communicator who takes pride in providing a helpful and professional service.

In return we offer:

- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 28th September 2026 at midday

Interviews: w/c Monday 28th September 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

