

Candidate Information Pack

Job Title

Premises & Grounds Assistant

Location

Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Premises & Grounds Assistant to join us and become part of our successful team, giving the very best support to our community every day, because Ingfield Manor School believes in 'fulfilling potential' of every learner. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with motor neurological difficulties.

We are committed to providing an excellent education for all learners so that we can equip them with the skills and strategies to live as independent a life as possible in the future. Ofsted inspected us in October 2023 and recognised that the school continues to offer a GOOD quality of education and safeguarding is effective. The inspection noted staff care deeply for pupils and understand their needs very well. In addition, staff dedication, warm and trusting relationships between adults and students, teachers who listen and make learning fun, an innovative curriculum, a tailored approach to the needs of students, positive engagement and students who go home happy.

In this role you will gain a wealth of experience, and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Ingfield Manor team? I am really looking forward to receiving your completed application.

Yours sincerely

James Winchester
Principal





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& EDUCATION** 
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Ingfield Manor School is a non-maintained special school and part of Salutem Care and Education who have services across England and Wales supporting adults and children in residential and educational Environments.

Based in its own idyllic grounds, Ingfield Manor School offers extensive specialist facilities with the aim to provide an exceptional learning environment, helping children and young people fulfil their potential. Facilities include woodland and outdoor classroom space, high specification sensory room and swimming pool.

At Ingfield Manor School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment that enables children and young people to flourish and grow.

Our IMS provision caters for students aged 3–19 years with neurological motor impairment such as Cerebral Palsy and associated medical and sensory needs. Following the Conductive Education approach, Ingfield Manor School focuses on the holistic development of everyone, including their physical and communication skills.

Our Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC).

We also have Beaumont Sussex on our campus, a Post-19 college for special educational needs and students with physical disabilities which is part of Beaumont College which offers pathways for students as they Prepare for Adulthood.

We are immensely proud of our school and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence and aspiration to succeed throughout their lives. We know that our staff team make the school what it is today and are the key to a successful future. Staff are well supported by the leadership team and are offered opportunities to progress. We know that each and every one of our staff have a pivotal role to play and we believe in supporting everyone to fulfil their potential. Ingfield Manor School is a rewarding place to work, and staff report high levels of job satisfaction.

Through working for Salutem we offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform Salutem Extras.

Some of these benefits include free online GP access for you and your family, ensuring that healthcare is readily accessible when you need it most. Additionally, our free employee assistance programme extends its support to both you and your partner, providing essential services such as counselling, financial advice, and legal guidance.

Ingfield Manor School has convenient road links and is a 15-minute drive from Horsham. There is a bus stop 10-minute walk from the school, a large car park for those travelling by car.

New employees joining Ingfield Manor School are guaranteed a warm welcome from the community. Our motto is that 'Fulfilling Potential' and we strongly believe that this should include our entire school community. We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.

Job Description

Job Title	Premises & Grounds Assistant
Reporting To	Premises Lead
Location	Ingfield Manor School

Job Overview

To assist in the maintenance, security, and cleanliness of the school premises and grounds; and to be part of the team ensuring a safe and welcoming environment for students, staff, and visitors. The work involves physical activities associated with maintenance work and lifting and handling of equipment and resources.

Hours 3 days /week, 22.50hrs, 52 weeks

Salary £14,286 - £14,742 pa (*dependent upon experience*)

Job Responsibilities

Premises Maintenance

- Assist with minor repairs, decorating and general maintenance tasks across the school site
- Ensure that all equipment and tools are maintained in good working order
- Monitor the condition of the buildings, fixtures, fittings, and furniture
- Report any damage, faults or safety issues promptly.

Grounds Maintenance

- Carry out grounds maintenance as required to ensure all areas are in a satisfactory condition (e.g. mowing, strimming, weeding)
- Ensure that litter and waste are collected and disposed of appropriately, maintaining a clean and tidy environment.
- Assist with snow and ice clearance during winter months to ensure safe access to the school.

Security

- Support with opening and locking up school buildings as required
- Check doors, windows, gates, and alarms to ensure premises are secure
- Regularly patrol the school grounds to ensure security and report any suspicious activities to the Premises Lead
- Ensure safety of students in the car park during drop off/collection times

Job Description

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Job Responsibilities

Health & Safety

- Ensure compliance with health and safety regulations, reporting any hazards or incidents to the Premises Lead
- Complete necessary paperwork for all compliance and maintenance checks in a timely fashion

Swimming Pool Maintenance

- Support the maintenance and safe operation of the school swimming pool.
- Conduct regular water quality checks, including pH and chlorine levels.
- Ensure pool area cleanliness and report any damage or safety concerns.


Vehicles Maintenance

- Conduct routine checks and basic maintenance on school vehicles (e.g., checking oil, tyres, lights)
- Ensure vehicles are clean, roadworthy and ready for use; and report any faults or concerns
- Arrange regular servicing and MOTs in line with legal requirements
- Maintain accurate records of vehicle use and maintenance
- When required, drive school vehicles to transport staff, students, or supplies, adhering to all road safety regulations

Cleaning & Waste Management

- Ensure that litter and waste are collected and disposed of appropriately, maintaining a clean and tidy environment
- Support with cleaning duties when required, including ad hoc cleaning of windows and fascia

Training

- Complete mandatory training to ensure compliance with school policies and regulations
 - Participate in regular health and safety training, including vehicle and machinery operation if applicable.
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Job Description

Job Title **Premises & Grounds Assistant**

Job Responsibilities

Deliveries & Portage

- Receive, store and distribute supplies, materials and other goods as needed, ensuring timely delivery for various departments
- Move furniture and equipment as needed for school events or classroom reorganisation
- Any other duties as may reasonably be delegated within the competence of the post holder

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Salutem's vision and comply with the policies and procedures of Salutem and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of Children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.



Job Description

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Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Knowledge, skills and competency

Area	Essential	Desirable
Qualifications or Training	Ability to drive car & Minibus.	D1 licence (or willingness and ability to gain)
Knowledge	Understanding of basic health & safety	Relevant qualification or training (e.g., COSHH, Manual Handling, First Aid) Data protection and GDPR
Skills	Basic DIY and maintenance skills. Good communication and organisational skills Physically fit for manual handling and outdoor work Strong problem-solving skills and attention to detail	
Experience		Experience in a similar role
Personal Qualities	Ability to work independently and take initiative Reliable, punctual, and flexible	Act as a role model to the young people in all aspects of your working life
Other	Have a non-judgmental approach	

We hope you have found this pack useful. Please do take a look at our website as well for more information and to see lots of images of our staff and young people, to help you get a feel for the work of the school.

<https://www.ingfieldmanorschool.co.uk/>

For further information please contact James Winchester, Principal by phone 01403 782294 or email james.winchester@ambitoeducation.co.uk

Data Protection:

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

Closing Date: 12th September 2025 **Interviews:** wc 15th September 2025