



Assistant Site Manager

Information for candidates

Welcome from our Headmaster

We are delighted that you are interested in joining us at The Mall School.

It is an exciting time in the school's development, as our co-educational Nursery flourishes at full capacity, and our journey to becoming fully co-ed at school continues. My vision is for the realisation of an environment in which boys and girls seamlessly access their learning in an enjoyable, enriching setting which befits a modern age.

Skills in technology, media and digital are well-embedded into the curriculum in a manner which fits a strong and robust education that is adapted to the changes we will face in education and beyond. An education at The Mall is academic and challenging, but also joyful.

We hope this pack gives you a sense of The Mall School and the role you could play here. I warmly invite you to join us on this journey.

Best wishes,

Sam Gosden, Headmaster



About the school



The Mall School is an independent school and nursery for 200 children aged 6 months to 11 years old in Twickenham. Nursery pre-schoolers are automatically offered places in Reception at the school, where children from other nurseries can join them on a non-selective basis. The co-educational nursery opened in September 2022 with the first girls joining the school in September 2023.

The school enjoys a strong academic and all-round reputation and believes that all children should be inspired with a lifelong love of learning, providing a warm and welcoming environment for children and staff. Children are encouraged to develop their natural curiosity and independence, which contributes to them becoming happy, confident individuals.

About the school




Pupils move on to a wide range of independent senior and state grammar schools, including Hampton School, Halliford School, Kingston Grammar School and Tiffin amongst many others, often with scholarships for academic, sports and music.

Pupils enjoy a wide range of sports and extra-curricular activities such as music and drama, and after school clubs.

The Mall has a rich and interesting history. It was founded over 150 years ago, and moved to its current site on Hampton Road in 1907, although most of the current buildings date from the 1980s and more recently. The school boasts many excellent facilities, with newly refurbished play areas, an impressive sports hall, theatre and an indoor 20m swimming pool which is also made available to a number of local primary schools and swim clubs.

The Role

A young boy with dark hair, wearing a red school blazer with dark stripes, a white shirt, and a red tie, is looking down at a book. The background is slightly blurred, showing what appears to be a bookshelf.

Applications are sought from enthusiastic, cheerful and dependable applicants for a full-time position to assist the Site Manager with the upkeep and maintenance of the two school sites, including maintenance of the school's swimming pool.

The post would suit someone who has a background in site management / caretaking and experience of swimming pool maintenance would be extremely advantageous.

The Mall School is based on two sites about a ten minute walk apart. The Mall Nursery is at 84 Hampton Road and the school is at 185 Hampton Road for pupils in Reception and above.

The post

The Assistant Site Manager is appointed by, and accountable to, the Bursar via the Site Manager for the upkeep and maintenance of the two school sites. Hours of work are 42.5 hours per week; 7.45am – 5.15pm Monday to Friday. Salary will be in the range of £30,000 – £32,000 depending on experience. This is an all-year role (**not** term-time only) with 5.6 weeks annual leave which must be taken during school holidays.

Typical tasks will include but are not limited to:

Security

- Assisting with site security including the locking and unlocking of the school gates and buildings
- Assisting with the operation and maintenance of the school security systems
- Acting as a main key holder
- Assisting with the weekly fire alarm testing and maintenance of the test registers.

General

- Working with the Site Manager to maintain the school buildings and grounds ensuring a safe secure and well maintained site
- General maintenance, minor repair work and other ad hoc duties required such as cleaning, maintaining adequate supplies of consumables in all classrooms and toilets removal of rubbish and litter
- Assisting the Site Manager with swimming pool maintenance
- Looking after the school minibuses and be available as a back up driver for all minibus routes
- Assisting with set-ups for school events including events which may take place outside normal working hours and other general portering duties
- Be proactive in reporting of any defects of buildings, furniture, fittings and equipment to the Site Manager
- Willingness to cover holidays and absences within the team
- Willingness to learn and attend courses relevant to the role

Person specification

Training and Qualifications	Essential	Desirable
Good basic education to GCSE level, or equivalent, in English	✓	
Clean Driving Licence (preferably D1)	✓	
Pool Plant Operators Certificate (or equivalent)		✓
Experience		
Experience of DIY	✓	
Experience of working with children		✓
Abilities and skills		
Ability to communicate effectively with school staff and outside users of the school, including parents and contractors	✓	
Ability to carry out minor repairs and redecoration at the request of the Site Manager	✓	
Ability to be flexible about working hours and duties	✓	
Ability to contribute to the ethos and life of the school	✓	
Knowledge and Understanding		
Understand safe working practices and health and safety legislation		✓
Knowledge of swimming pool maintenance and plant rooms		✓
Understand fire safety regulations		✓
Understanding and commitment to equality of opportunity	✓	

Person specification (cont)

Personal Qualities / Attitudes	Essential	Desirable
Fit and capable of heavy work	✓	
Ability to work as part of a small team	✓	
Ability to take direction	✓	
Ability to work unsupervised	✓	
Able to work in all weather conditions including rain, snow etc.	✓	
Flexible, honest and responsible	✓	
Sense of humour	✓	

Application process

CV's alone will not be accepted but may be submitted in support of the completed application form. Applications may be sent by post, marked for the attention of the headmaster, or by email to the HR and Compliance Manager to: compliance@themallschool.org.uk.

The deadline for applications is 3 May 2026. Interviews will be conducted in the week commencing 4 May 2026.

Safeguarding notice

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

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.



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