

JOB TITLE: **ASSISTANT OPERATIONS MANAGER**

## REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**

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## REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, an historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

### "Happy Kids Great Results" Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded 9–7 in 2025. A Level results remain outstanding, with 95% of entries awarded A\*–B. This year, 98% of applicants received offers from top universities, including Oxbridge, Russell Group institutions, and leading medical schools.

Reigate Grammar School has been named The Sunday Times' Independent Secondary School of the Year 2025, following on from being awarded Independent School of the Year 2024 by Education Today. We are also featured in the Tatler School Guide 2025 as one of the top schools in the UK, and were again recognised in the Sunday Times Parent Power league tables as the best co-educational day school in the Southeast.

In addition to academic success, our broader educational impact has been widely acknowledged. In 2025 alone, we were finalists in national awards for Mind & Mental Health, Charitable Work, Diversity, Equality, Inclusion & Justice, and Headteacher of the Year. We were also shortlisted for Independent School of the Year by the TES School Awards 2025.

In 2024, we were proud winners of the Private Education Award for Most Nurturing School, and finalists for Contribution to Social Mobility, Best Learning Support, and Innovation in Education.

Shaun Fenton, Headmaster, recognised as one of the UK's outstanding educational leaders, was elected Chairman of HMC in 2018–2019 and was awarded an OBE by Her Majesty the Queen for Services to Education.





## JOB DESCRIPTION

Reporting directly to the RGS Operations Manager, providing day-to-day management support for the delivery of the varied range of services required across the RGS School Estate.

Key function is to work closely with the line manager on all aspects of this busy function and deputise during holidays and other absences.

### KEY RESPONSIBILITIES:

This role has **specific responsibilities** that are likely to evolve as the successful candidate's knowledge grows, and the role develops with increased opportunities.

**Directly manage the contracts, services** and related health and safety aspects on works undertaken by specialist companies including call outs, responsive visits and more substantial, planned improvements in areas such as; Plant & Boiler Systems, Electrical infrastructure and tests (Fixed wire, PAT etc), Fire Equipment and Systems, Building Security and Access Systems, CCTV systems and general arrangements, specialist equipment checks in areas such as Science, DT etc.

**Oversee the coach services** by being physically present and working with the duty estates staff for the peak arrival and departure service times - am and pm. Ensure safety standards are adhered to by students, staff and coach drivers. Build a positive relationship with the RGS and coach company staff involved working closely to deal with any "on the spot" queries or issues to ensure the service runs efficiently.

**Be the first point of contact for the school houses;** day to day works and mandatory checks, liaising with the Maintenance Supervisor and external contractors on responsive and planned jobs. Working closely with the Operations Manager to assist with any larger works or improvements required and when occupancy changes occur that triggers other tasks.

**Organise the necessary checks, services, MOT's and repairs on the fleet of school vehicles** working closely with the Maintenance Supervisor and specific maintenance team members who undertake tasks such as refuelling, visual checks, lost property from vehicles and essential minor repairs. Ensure the record keeping of the above is managed effectively with easy access to information as and when required.

**Oversee the waste management contracts, services and equipment** in use for general, recycling, food and confidential waste ensuring the routine services are operating as scheduled, deal with any service issues and routinely check all waste areas to maintain good standards of storage and hygiene.

**Conduct Site inspections** to assist the Operations Manager and Maintenance Supervisor in their busy roles with responsibilities for ensuring a high standard environment and site appearance is achieved and maintained. Take care and have an eye for detail looking at the external grounds upkeep, presentation of buildings for events and general upkeep tasks that ensure issues are proactively seen and acted upon by the relevant estate's teams.

**Support the Maintenance Supervisor** and team with the logistics and security involved with the busy schedule of daily activities, after school events and termly major events such as Leavers Day, Sports day, School festival, Drama performances and Christmas festive fun events.

**Organise the purchase of furniture, fittings, misc items** that are needed for office or classroom changes, internal upgrades or more significant projects working with the Operations Manager and Maintenance Supervisor to determine the best options on costs, quality and timely delivery arrangements relating to the term time and holiday works.

Support the work needed in conducting the wide range of **Health and Safety checks** and measures in all areas of estates management and assist the key staff in the team's where and when needed

Be prepared to **"stand in" and oversee other key roles in the department** to cover holidays, training and other absences; a genuine keenness to understand all estates areas and assist with the work undertaken in the different teams is essential to this evolving role.

**Compliance:** Support the Operations Manager, Director, Bursar and SLT in relation to **ISI inspections, Emergency Planning and other compliance audits.**

**Projects:** alongside your manager, support the works undertaken by approved contractors and professional service providers, helping the key people involved on site with the delivery of these works which are usually completed across holiday periods but can run term and holiday times too. This work will required clear internal communications and considered facilitation of day-to-day services aligned with projects works in specific buildings or areas of the site.





## JOB DESCRIPTION CONTINUED

Support the Operations Manager and Maintenance Supervisor with Departmental **budgetary and purchasing controls** for all associated services and materials needed.

Be part of the **emergency call out arrangements** across the team and act as a **key point of contact** alongside the Operations Manager and Residential Caretakers for such situations.

Support the Operations Manager in ensuring **the school site is functioning well, providing a safe, clean and secure working environment**. Assist in leading and managing key staff in each team who in turn ensure estates tasks are carried out effectively.

### WORKING ARRANGEMENTS

The Assistant Operations Manager's Day is routinely from 8am to 5pm however flexibility is key and professional judgement to flex working arrangements according to peak demands for the delivery of works, projects, involvement in inspections or key events, such as the annual Open Day (one Saturday in September) is essential.

In working closely with the Operations Manager, Director and Bursar, such requirements and flexibility to demands to ensure successful completion of duties is recognised and effectively managed to achieve a good work-home life balance.

All staff are actively involved in the co-curricular life of the school, and we encourage staff to share their passions with our pupils. Applications are especially welcome from staff who can support with one of our key areas: Outdoor Education (including DofE, CCF and Adventure Sports), Sports, or MUN, Public Speaking and Debating. We also welcome applications showing a commitment to lead and contribute to other specific areas of our extensive co-curricular programme, or to introduce new activities.





## FURTHER INFORMATION

### TERMS AND CONDITIONS

- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- 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. Reigate Grammar School 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

Reigate Grammar School 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 Dawn Holmes as soon as possible and by **9am on Wednesday 7 January 2026** 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.

Reigate Grammar School 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 could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs 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 Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes  
Head of Human Resources  
Reigate Grammar School  
Reigate Road, Reigate, RH2 0QS

01737 222231

[hr@reigategrammar.org](mailto:hr@reigategrammar.org) | [reigategrammar.org](https://www.reigategrammar.org)





## SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

### DIRECTIONS:

#### By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

RGS postcode RH2 0QS

RSM postcode RH2 7RN

#### By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

### WHAT3WORDS

**Main Reception:** cabin.fire.brave

