



PRINCE'S MEAD

FACILITIES ASSISTANT

Full-time

From November 2026

at Prince's Mead School

Winchester

Prince's Mead School, Worthy Park House, Kings Worthy, Winchester, Hampshire SO21 1AN
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PRINCE'S MEAD

A word from Adam King, the Headmaster:

Thank you so much for your interest in this role at Prince's Mead.

Prince's Mead is an ambitious, vibrant and exciting school with a tremendous spirit where, above all, happiness reigns.

Situated on the outskirts of Winchester, the school is ideally placed to benefit from the cultural heritage of a historical city as well as enjoy the scenic countryside of the beautiful Itchen Valley.

In September 2025, Prince's Mead merged with King Edward VI School in Southampton. This merger has provided both schools with exciting opportunities for all and secured the educational and financial future of the KES group for generations to come.

I am now into my fourth year of headship at Prince's Mead and still firmly believe that it is a truly special place with a caring and supportive community. The Crown Values are the bedrock of the school and the purpose and aims of the school provide strong direction. Together, the Governors work closely with myself and the Senior Leadership Team (SLT) to provide a strategy and implementation plan to make the school the best it can be.

Most recently, we have rolled out one-to-one devices (together with a new VLE), expanded our provision of Forest School with a new canopy in the woods and extended the teaching of Drama throughout the school.

I hope you enjoy reading this information pack, browsing our website and looking at our social media posts. It's a very exciting time to be joining the team at Prince's Mead and I look forward to receiving your application.

Kind regards,

Adam King
Headmaster



BACKGROUND TO THE SCHOOL

Founded in 1949 in Winchester, Prince's Mead is a co-educational day preparatory school for children aged 2 to 11. These characteristics allow it to stand out from other independent schools in the area and place it in a unique position to enable children to move on to a wide variety of secondary schools and particularly the very good 11+ day schools in Hampshire and beyond. Senior school destinations are never prescriptive, however, and the school works closely with parents to prepare children for the full range of possible choices.

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Prince's Mead is located in a glorious setting, occupying Worthy Park House; a large former Georgian residence dating back to 1820. With wonderful views across the Itchen Valley, the twelve acres of grounds complement the house and provide a perfect setting for delivering education as well as an impressive sport offering and other co-curricular activities. Enhancements have included a multipurpose sports hall, music practice rooms and the latest development of four new classrooms and a modern kitchen and dining hall (completed in 2019). This latter work has also allowed for the redevelopment of the Coach House in order to provide an Early Years facility, which is proving highly popular.

Prince's Mead is very strong academically and offers a fantastic breadth in its curriculum. There are dedicated classrooms for Science, ICT, DT and Art. Music is important both in the classroom and through peripatetic music teachers. The school is known for its outdoor education and has its own Forest School in Gray's Wood. Children experience several day trips throughout the year and by the end of their time here will have climbed two mountain peaks in the UK. Many more details about the curriculum and extra-curricular offerings are available on the school's website at princesmeadschool.org.uk.



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The school is the only independent school in the area to operate a free minibus service in the mornings and afternoons. The red minibuses have become iconic in the local community to assist with travel. The school currently has over 230 children on roll.

The school was recently inspected in June 2026 and our report by the Independent Schools Inspectorate (ISI) will be available soon.



GENERAL OVERVIEW

Prince's Mead School aims to recruit a proactive, flexible and driven full-time Facilities Assistant, working within the Facilities Team, to ensure that the school site is kept up to the highest standards. The Facilities Assistant will undertake caretaking, repairs and maintenance services, within the school setting. The candidate must be able to multi-task, have a positive attitude and a commitment to maintaining procedure and the School to the highest standard.

This role will require some flexibility, with occasional out of hours or weekend work (arranged in advance as overtime/TOIL), particularly where seasonal peaks in the school calendar have an impact on the complexity of site use.

This does not change the core job but does require individuals to be prepared help out with duties of a more general nature. The role requires adaptability, to work around the day-to-day demands of a busy and high achieving Prep School.



JOB DESCRIPTION

- Working as part of the Facilities Team, supporting the team and wider staff community.
- Managing the alarm systems in the event of an emergency evacuation or drill.
- Be aware of health and safety responsibilities and compliance checks.
- Be familiar with risk assessments for the site and implement any control measures.
- Supporting the Facilities Manager in managing external contractors.
- Ensure that school property, buildings and grounds are maintained to a high standard.
- Undertake general and grounds maintenance (qualification and experience, dependent).



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CARETAKING DUTIES

- Setting up for events and school activities.
- Keeping the site clean and free of debris, or fire hazards.
- Ensure areas are accessible to emergency services.
- Escorting of contractors and visitors on the campus.
- Assistance with stewarding and car parking duties.

PERSONAL SPECIFICATION

- Relevant qualifications or demonstrate sufficient knowledge and experience for the role.
- Honesty and reliability.
- Experience of using relevant tools, equipment.
- Attention to detail when undertaking maintenance.
- Able to be self-motivated, plan and organise effectively.
- Suitable experience in a similar Facilities role.
- Must be able to drive and have own vehicle to attend site.



REMUNERATION and OTHER BENEFITS

Working Hours – 9.00am to 5.30pm. Flexibility with start and finish times may be required on occasion. This post is for 40 hours per week. Lunch is provided.

There is an expectation that occasional evening and weekend work will be necessary to cover school events.

The salary for this role is £27,500. There are further benefits including: pension, free lunch and onsite parking.



APPLICATION PROCESS

1. The closing date for applications is **midday on Thursday 8th October**.
2. Applicants are asked to complete the school's [application form](#) (help and advice can be sought, if required) and send it to recruitment@princesmeadschool.org.uk CVs cannot be accepted as an alternative.



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3. You are welcome to visit Prince's Mead School ahead of applying. Please contact us on: recruitment@princesmeadschool.org.uk to make an appointment.
4. Prince's Mead is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.
5. Candidates who are invited for interview will be invited to school for a tour and short interview with the Facilities Lead and Head of Facilities. **Shortlist interviews will take place on Friday 16th October.**
6. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



SAFEGUARDING STATEMENT

Prince's Mead puts at the centre of its operation the safeguarding of the pupils of the school. There is a commitment to keep safeguarding at the forefront of every employee and volunteer's mind. We encourage a culture of challenge, not just to act when there is a need, but also in the way we think to ensure the risks of harm to the pupils' individual welfare are minimised.

This post is exempt from the Rehabilitation of Offenders Act 1974. Job applicants will undergo appropriate child protection screening and pre-employment checks will be carried out; references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Successful applicants must complete mandatory pre-employment training in safeguarding and other key areas before the commencement of employment.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer, Prince's Mead is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age,



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disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Prince's Mead.