



LUDGROVE JOB DESCRIPTION

Job Description:	Seamstress
Responsible to:	Head of Pastoral Care
Working with:	Team of matrons and School Nurses
Job purpose:	To work with fabrics and materials to create, repair and alter garments and other items.

Main duties:

- Alter existing garments to fit the boys.
- Repair and maintain clothing, choir robes and boys' cuddly toys.
- Making from scratch or altering current costumes for plays.
- Putting out the lost property on the first day of term.
- Support with maintaining the match kits and allocating PE vests.
- Name tape uniform and other clothing where necessary.
- Check and mend all curtains at the end of term.
- Naming and repairing bed lining.
- To undertake whole school training including safeguarding.

Seamstress Requirements

- Ability to measure and cut a variety of different fabrics accurately.
- Ability to sew garments by hand and machine to a high standard.
- Ability to follow patterns.
- Ability to source different fabrics/costumes within a budget.

Seamstress Skills

- Able to work with a variety of fabrics.
- Excellent attention to detail.
- Good hand-eye coordination.
- Good communication skills.
- Good organisational skills to manage the natural peaks and troughs of the workload.
- Able to work independently and as part of a team.

As well as those duties outlined above, you are expected to perform any other tasks reasonably assigned. This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

Flexibility in hours and days is essential as they will vary throughout the term to accommodate school plays. Ideally the hours for this role will be 3 days per week, Monday, Wednesday and Friday 9.30am – 12.30pm term time only, but the school will consider other variations for the right candidate. Additional hours (including some weekends and evenings) will be essential to support the success of the school performances normally towards the end of the terms.

To start 7th September 2026 or sooner if available, rate of pay: from £12.83 per hour depending on experience.



Ludgrove is committed to building a truly inclusive school and cultivating a culture of equality, diversity and kindness. We believe that a diverse staff body reflects and supports the diversity of our students and wider society. We are an equal opportunity employer and in recruiting for our team, we welcome the unique contributions that you can bring.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory pre employment checks including an Enhanced DBS check.

April 2026