

Job Description



Job Title: Estates Assistant

Department: Estates and Property Services

Line Manager: Estates Works Manager

Job Purpose:

To provide an efficient, effective Estates Assistant service by supporting and being part of the Estates and Property Services function across all areas of the School's extensive (50 acre) campus. Meeting the needs of all pupils, parents, employees and other School service users. Working as part of a team as well as working on own, using your initiative when required.

Main Responsibilities:

1	<p><u>General Estates Assistant Responsibilities</u></p> <p>To provide a high standard of Estates and School basic/minor maintenance tasks that are completed within prescribed timescales.</p> <p>Estates Assistant duties include setting up multiple venues across the whole campus from the precision planning of the exam hall, to concert seating and stage equipment for performances. School furniture, equipment and musical instruments also need to be transported around the campus.</p> <p>To respond appropriately to all requests for assistance from pupils, staff and other service users of the School.</p> <p>Carry out minor maintenance and repairs tasks as and when required e.g. hanging notice boards, unblocking toilets, changing light bulbs/tubes, repair broken lockers. First point of contact for stakeholders, reporting issues to the Estates and Property Services team.</p> <p>Ensure that entrance doors are open as necessary out with standard School hours, and carry out car parking duties as required.</p> <p>To distribute Estates supplies as and when required to various departments Liaise with visiting contractors and provide them with access to their area of i.e. meter reading, pest control, water temperature readings</p> <p>Ensuring health and safety is maintained at all times.</p>	70%
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	<p>Keep all pupil lockers in good working order, changing locks as and when required.</p> <p>To help in the disposal of all confidential waste.</p> <p>To oversee disposal of packaging and other School waste materials in line with all appropriate Regulations.</p> <p>To distribute and process all incoming and outgoing postal services, receiving deliveries of mail, packages and equipment and distributing these as appropriate.</p> <p>To respond to any other reasonable request from the facilities department</p>	
2	<p><u>Security and Safety Responsibilities</u></p> <p>To ensure that all facilities and buildings are opened and secured properly at times specified by the Estates Works Manager.</p> <p>Be responsible for the safe custody of their own set of school keys</p> <p>To respond, in conjunction with the Estates Works Manager to any security and/or fire alarm alerts and dealing with any general campus security or fire issues.</p> <p>Help to direct any emergency vehicle arriving at the school, and assist with the distribution of defibrillators as and when required.</p> <p>To assist the Estates Works Manager in the testing of the school fire alarm system and report any issues as necessary to your line manager.</p> <p>Report any immediate defects that cause potential hazards or risks to line manager and make area safe for users of the building.</p> <p>Help to provide a safe and secure environment for pupils, staff and visitors while on the school campus</p> <p>To attend training courses relating to job specifications to ensure you are working to health and safety regulations</p>	25%
3	<p><u>School Transport</u></p> <p>To carry out weekly vehicle inspections on all the school minibuses, drive the minibuses as and when required wash and clean vehicles and fill with fuel as and when required.</p>	5%

Key Contacts and Working Relationships:

Working closely with colleagues, visitors, parents and other external users in maintaining a professional and flexible attitude to ensure all requests are completed.

Working with the Estates and Property Services Management team.

Ensure positive working relationships maintained with suppliers of goods/services, contractors and couriers.

Planning and Organising:

To work as part of the Estates and Property Services maintenance team as well on your own, using your own initiative when needed.

To actively participate in the daily discussion of the Estates Assistant workload, sharing ideas to achieve best possible solutions.

Problem Solving and Decision Making:

The Estates Assistant will be required to make quick, well informed decisions along with an understanding of when and where to seek further advice.

The Estates Assistant will generally be required to solve day to day problems independently and have the necessary flexibility to meet the various challenges of the post

Resources and Requirements:

Previous Manual Handling training, experience and certification.

Liaising and providing access to contractors on site.

Knowledge, Skills and Experience:**Essential:**

Previous experience in a similar role, ideally within an educational work environment.

Competent in using tools required for general maintenance.

Basic DIY and maintenance skills.

Full clean UK driving licence preferably with D1 endorsement.

Must be physically able to respond to the manual handling requirements of the role.

Excellent oral communication skills.

Works on own confidently and unassisted with good use of initiative and common sense to complete tasks competently.

Desirable:
PASMA (Prefabricated Access Suppliers and Manufacturers Association) certification
PAV (Push Around Vertical) certification