



## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
<b>Job title</b>	Estates Assistant
<b>Hours of work</b>	In accordance with the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	To provide an effective estates service and to assist the Estates Manager in all aspects of school estates maintenance, grounds maintenance, cleaning and security.
<b>Reporting to</b>	Estates Manager
<b>Main responsibilities and duties</b>	<p><b>TASKS - MAINTENANCE</b></p> <p><u>Security</u></p> <ul style="list-style-type: none"> <li>• Lock/unlock school buildings and areas</li> <li>• Undertake regular security checks and identify security risks</li> <li>• Monitor fire safety equipment and carry out fire drills</li> <li>• Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief</li> <li>• Monitor CCTV or surveillance equipment where appropriate</li> <li>• Liaise with police, security and surveillance contractors</li> <li>• Undertake lettings and carry out associated clerical tasks</li> <li>• Provide emergency access to the school site</li> </ul> <p><u>Maintenance</u></p> <ul style="list-style-type: none"> <li>• Undertake appropriate repairs e.g. redecorating and fixing</li> <li>• Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains</li> <li>• Undertake various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory</li> <li>• To organise and carry out decoration programmes</li> <li>• To organise and carry out improvement work e.g. erecting shelves, notice boards, bookshelves etc</li> <li>• To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions</li> <li>• Operation and maintenance of heating plant and lighting systems</li> <li>• To oversee and monitor the electrical testing of portable electrical</li> </ul>

	<p>appliances and to maintain the appropriate records</p> <ul style="list-style-type: none"> <li>• Undertake regular site inspections and identify and record repair and maintenance requirements</li> <li>• Undertake activities to maintain safe and clear external environment e.g. gritting/removal of fox excrement, sweeping of leaves etc.</li> <li>• Identify defects and record repair and maintenance requirements</li> <li>• Collect and assemble waste for removal</li> <li>• Undertake emergency &amp; specialist cleaning tasks</li> <li>• Undertake cleaning duties such as graffiti removal, litter-picking</li> <li>• Provide emergency access to the school site</li> <li>• Coordinate deliveries to the school site</li> <li>• Monitor performance of contracts and record performance against specified standards</li> <li>• Liaise with contractors &amp; undertake client role in connection with premises-related contracts</li> <li>• Ensure that satisfactory levels of site, cleanliness and hygiene are achieved and maintained through the whole of the premises</li> <li>• Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions</li> <li>• Maintain specialist sports equipment after specialist training</li> </ul> <p><b>KEY ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Contribute to planning, development and organisation of systems/procedures/policies</li> <li>• Be responsible for maintaining records, information and data, producing analysis and reports as required</li> <li>• Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as directed by staff</li> <li>• To assist in safety audits of the premises and contribute to relevant risk assessment activity</li> <li>• Promote and ensure the health and safety of pupils, staff &amp; visitors (in accordance with appropriate health &amp; safety legislation) at all times</li> <li>• To drive school fleet vehicles transporting pupils to and from home both the morning before school, and evening after school</li> </ul> <p><b>KEY ACTIVITIES - ORGANISATION &amp; SUPERVISORY</b></p> <ul style="list-style-type: none"> <li>• Demonstrate and assist in the safe and effective use of specialist equipment/materials</li> <li>• Provide specialist advice and guidance as required</li> <li>• Portage duties e.g. moving furniture, equipment and school resources</li> <li>• Assisting in the operation of lettings system</li> <li>• Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Estates Manager</li> <li>• Liaise with line manager &amp; attend meetings as required</li> <li>• Undertake any reasonable, additional, directed requests as required by school needs from the Headmaster, Deputy Head, Bursar and Estates Manager</li> </ul>
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	<p><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Comply with health and safety policies and procedures at all times</li> <li>• Promote and ensure the health and safety of pupils (staff &amp; visitors)</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Ensure health and safety policies and procedures are complied with at all times</li> <li>• Treat all users of the school with courtesy and consideration</li> <li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities</li> </ul>
	<p><b>Health and Safety, Fire Safety and Security of the Estate</b></p> <p>To support the Estates Manager as follows:</p> <ul style="list-style-type: none"> <li>• For Fire Safety and the Security of the Estate working alongside the senior management in the school to ensure all buildings comply with health and safety regulations</li> <li>• To act as a key holder and ensure all key holders understand their responsibilities</li> <li>• To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested</li> <li>• To ensure Fire Risk Assessments and all relevant policy and procedures are fully compliant and carried out on a regular basis and that there is a positive relationship with the local Fire Service</li> <li>• To provide relevant staff with adequate training for providing the fire safety and security arrangements of the school</li> <li>• To provide training across all health and safety disciplines</li> <li>• To take responsibility for ensuring that risk assessments for all school building, grounds and activities are produced and reviewed in accordance with school policy and that action points are followed up as and when appropriate.</li> <li>• To ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes</li> <li>• To ensure that all other premises compliance checks are completed as and when required e.g. legionella, PAT testing etc</li> <li>• To ensure that accident/incident and near miss form are completed and properly recorded and that appropriate action is taken as and when required.</li> </ul> <p>This Job Description and areas of responsibility may be developed to reflect the</p>

strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

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## Person Specification

### Qualities, Knowledge, Skills & Attributes

#### Essential:

- Willingness to undertake minibus driving and maintenance duties, holding a full driving licence
- Experience of basic building maintenance and providing facilities services within business premises within the reasonable capacity of a normal handyman
- Ability to carry out repair and maintenance work with expertise in DIY – e.g. woodwork, plumbing, painting and decorating skills
- An understanding of main Health and Safety Regulations
- Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
- Competent and personable
- A person who is quick to learn with an enthusiastic and positive attitude
- Ability to work effectively and supportively as a member of the school team
- High degree of personal drive and motivation and proactive
- Ability to work calmly under pressure and multi task
- Willing to be flexible and work outside normal working hours as required
- Ability to work individually or as part of a team
- Ability to demonstrate good inter-personal skills to communicate with a range of people and students
- Passionate about delivering excellent customer service
- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

#### Desirable:

- Experience in operational and facilities management
- Experience of liaising effectively with building users, external consultants and external contractors
- Evidence of recent training/training qualifications

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