|  |  |
| --- | --- |
| **ESTATES ASSISTANT**  **Closing Date:** OPEN  **Interview Date**: OPEN  **Job Start Date:** Immediate start subject to notice period and recruitment checks  **Contract/Hours of work:** Permanent, 52 weeks Full or Part Time up to 37.5 hours per week  **Salary:** Subject to experience, starting at £18k  Rookwood School is a successful non-selective co-educational Independent school for children from age 2 to 18.  We are looking for an outgoing, practical and hardworking individual with a good sense of humour to join our friendly Estates Management team.  The ideal applicant will have proven experience in all areas of maintenance and repair including carpentry, plumbing and decorating.  **Responsibilities will include:**   * health and safety checks, tests and monitoring * porterage of deliveries * general maintenance and repairs * grounds maintenance including grass and hedge cutting using machinery * setup and striking furniture * interaction with the public during external lettings * driving duties, including pupil home to school   You will need good communication and organisational skills and be able to work to your own initiative. You will be a key member of a team focused on maintaining a high-quality learning environment for students. This role includes some heavy lifting and moving.  Basic literacy, numeracy and computer literacy skills and a valid driving licence are required for this role. Job specific training will be provided where required. You will be a committed team player with the ability to work independently and manage time effectively  In return, we offer you:   * A challenging but rewarding role * A competitive salary based on skills and experience including occupational pension contributions * A professional, hardworking and supportive team of staff * 20 days holiday (plus bank holidays) increasing to 25 after five years * Opportunities for further professional development * Employee Assistance Provision * Access to reduced educational fees for qualifying children * Free hot/cold lunch during school term time * A caring and supportive working environment within a vibrant and successful school community   For further information visit [www.rookwoodschool.org](http://www.rookwoodschool.org). Applications are to be sent to [recruitment@rookwoodschool.org](mailto:recruitment@rookwoodschool.org) or posted to: Human Resources, Rookwood School, Weyhill Road, Andover, SP10 3AL.  **Previous applicants need not apply. The advert may close prior to the stated date and interviews will take place as soon as a suitable field of candidates is obtained therefore early submission of applications is recommended.**  *This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.* |  |