



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description	
Job Title	Estates Assistant
Hours of Work	Full-time, but flexible to meet to the needs of the School and role holders.
Safer Recruiting	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
Role Summary	<p>Rookwood School has two sets of premises; the main school site on Weyhill Road and two boarding houses nearby.</p> <p>The Estates Assistant is part of a small friendly team who maintain the sites, with duties including all aspects of general building maintenance, security, caretaking, fire protection, grounds maintenance and general handyman tasks.</p> <p>The role and duties are very varied and would appeal to someone with general maintenance skills, accustomed to working by themselves or in a very small team, often outdoors.</p> <p>Training will be given to role holders as necessary, especially to enable them to perform all, and any specialist tasks, in a safe and environmentally friendly manner.</p> <p>More details of the specific roles are available upon request.</p> <p>The role will include</p>
Reporting to	Estates Manager

Person Specification

Qualities, Knowledge, Skills & Attributes

- 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 handyperson
- 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, this may include minibus driving and out of hours security checks.
- 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

And additionally, wherever possible:

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

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.