

Job Description and Person Specification

Estates Assistant

Salary KGA Band 5, Point 7 – 9 plus shift allowance

Purpose	Provide support and assistance with the maintenance/management of buildings, grounds, materials and equipment so that optimum use of the site can be made for school and community purposes.
Reporting to	Site Manager / Leadership
Hours	37 hours per week / 52 weeks per year Regular evening and weekend work, as part of a shift pattern will be required.

Specific Areas of Responsibility

The duties to be undertaken by this post will encompass a range of activities including the provision of unlocking/locking up, site security, overseeing of lettings/hirers, routine maintenance, decorating/refurbishment, moving and handling of objects and primarily ensuring the site is kept clean and safe. Effective team working and flexibility is essential.

MAINTENANCE	- Carry out decoration and repairs to buildings/equipment, including but not limited to - Plumbing –leaks to WCs and sinks, small alterations to pipework, drainage clearances - Carpentry – Repair/Replacement of doors and door furniture as required, construction of small partition walls, shelving. - Glazing – replacement glazing as required, repairs to window units and doors. - Groundworks - Plaster repairs - Redecoration – Walls, doors, timberwork, high-level - Emergency repairs to building fabric as required - Proactive maintenance. Carry out routine inspections and maintenance regimes e.g. drain/gutter checks. Carry out grounds maintenance work as required. - Carry out pool testing and swimming pool related maintenance as required. - Complete inspections and safety checks e.g. of fire equipment. - Compliance checks for Legionella, Fire Doors, Fire equipment etc - Arrange for contractor attendance and brief them on requirements, raising issues with line manager as required. Ensure contractors adhere to KGA and school Health and safety procedures and policies.
SUPERVISION OF CONTRACTORS	Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc. Assist with 'set up' of rooms/facilities as required e.g. exams, Community hirers. Liaise with Community Team staff as required.
MANAGEMENT AND USE OF SITE	To ensure the site is kept clean both internally and externally, undertaking proactive and reactive cleaning/litter collection duties as required including bodily fluids. Ensuring supplies such as toilet requisites are maintained and replenished as required. Despatch of deliveries to relevant parts of the site. Emptying of bins. Unlock/lock school premises.
CLEANING/ JANITORIAL	
SECURITY	Act as a key holder and respond to emergency call outs. Apply school security procedures reporting any discrepancies to line manager as required.
HEALTH & SAFETY	Maintain an up-to-date awareness of KGA and local H&S policies and procedures and apply throughout the site.

STATUTORY INITIATIVES	Be familiar with school requirements and policies, including emergency procedures.
OTHER DUTIES	- Assist with regular and often large deliveries each week. - Completion of paperwork and online records as determined by the Estates Manager to include monitoring and inspections. - As directed, take necessary action to prevent injury to individuals or damage to the buildings e.g. bad weather or emergency. This could involve clearing snow or ice from paths, dealing with floods, fires, break-in or vandalism to school property. - Carry out such duties as may be reasonably allocated within the scope of this post by the School Leadership or Senior Site Supervisor

Working Conditions – environment and physical effort or strain

- Regular exposure to the elements (weather)
- Regular manual handling/lifting – lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/ key holder
- Shift working covering late evenings/early mornings and week-ends
- Will be some handling of dangerous substances and potential exposure to difficult customers, intruders
- Regular requirement for physical exertion e.g. set up of exams, moving tables and chairs between classrooms and buildings
- Regular reassessment of site priorities to ensure requirements of users are met

Context/additional information

- This role requires regular movement around the school site, bringing the post holder into regular contact with students with whom professional relationships must be maintained.
- The post holder will be required to report faults, monitoring and following up as required.
- There will be some use of PC's in this role, so a basic level of computer literacy is required.
- The size, condition and geographical layout of the schools within the Trust will create different demands and the context for the role will change during school holiday periods/public holidays when, wherever possible, minor works and maintenance will be prioritised.
- The post holder should be of a cheerful, helpful disposition and willing to ensure the school is able to meet operational needs. There may be periods, such as during exam seasons, when the frequency of room changes and set up requirements require patience and an understanding of the fluctuating demands of working in a busy school environment.
- The post holder may be asked to undertake any additional, reasonable duties not listed here in order to help the school meet operational needs. By way of example only, when large school events are taking place, traffic marshalling duties may be required or the setting up/clearing down of external events such as Sports Day, Summerfest. Driving and assisting to maintain the school minibus(es) may be required subject to relevant certification such as MiDAS being in place.
- Training to support the maintenance and operation of a swimming pool may also be necessary.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum resourcing to secure co-ordinated outcomes for learners

Health, safety and discipline

- Assist with Health & Safety requirements for the department
- Promote the safety and wellbeing of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in training and development to improve the quality of resourcing/provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with relevant stakeholders
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

All colleagues will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Mobility Clause

You may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

It is impossible to define clearly the exact nature of any job in a school. Therefore, the purpose of this job description is to outline the main duties that have to be fulfilled. When there is an emergency or in times of difficulty, absence or sickness, it is necessary to take on a variety of tasks and responsibilities regardless of job description under the direction of the Line Manager and School Leadership.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the employer reserves the right to make changes to the job description following consultation

Person Specification: Estates Assistant	<i>Essential/Desirable</i>
Excellent communication and interpersonal skills	<i>E</i>
Ability to work effectively, both in a team and individually without supervision	<i>E</i>
IT literate	<i>E</i>
Good written and verbal communication skills and be able to relate well to school staff, parents, pupils and others	<i>E</i>
Ability to maintain confidentiality	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise frequently changing priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for improvement	<i>E</i>
Highly skilled in maintenance procedures	<i>E</i>
Physically fit to meet the demands of the role which include regularly moving and handling supplies, materials, furniture and equipment	<i>E</i>
Excellent record of attendance and punctuality	<i>E</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>E</i>

King's Academies are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

King's Academies pursues a policy of equality of opportunity.